

## ECE Workforce Development Administrator

The Early Childhood Education (ECE) Workforce Development Administrator will help grow and strengthen Alabama's early childhood education workforce by developing and maintaining effective collaborations with ECE stakeholders. The ECE Workforce Development Administrator will also support early childhood educators in increasing their credentials, improving their practice, and connecting educators to employment opportunities to address workforce needs.

***This position is based in Montgomery.***

1. Oversees implementation of the ADECE Workforce Framework including assisting in the development of training programs to include apprenticeships, internships, job shadowing, and work-based learning.
2. Develops partnerships with CTE programs, school districts, IHEs, and other community-based organizations to strengthen early educator professional pipeline opportunities (cradle to career) and implement ECE recruitment strategies of entry-level and experienced workers (recruit and retain staff).
3. Collaborates with agencies to engage stakeholders, recruit ECE teachers, identify and address local and statewide ECE workforce needs to build systems to promote ECE career pathways and employment opportunities .
4. Develops and maintains an active knowledge of early childhood education postsecondary training and degree programs, professional credentialing requirements, and scholarship and financial aid options and systems in Alabama.
5. Plans, organizes, and implements recruitment strategies and events to increase student engagement in ECE postsecondary education and employment pathways.
6. Develops pathways to retain current workforce at state level through professional development and align professional development for birth to 8 projects .
7. Provides input into development of annual ADECE preliminary budget
8. Analyzes and reviews budgetary and financial data; authorize expenditures in accordance with established limitations.
9. Assists with data collection and program evaluation processes.
10. Collaborates with ADECE communications staff on the development of promotional materials, website, social media, press releases, etc. (in line with ADECE branding guidelines).

This position requires meeting the qualifications for the state job code Education Administrator I – 30123 and will require a master's degree in Early Childhood Education, Child Development, Human and Family Studies or related field. Applicants will not be scheduled for interviews until they are on the State Personnel register.

Please submit interest with a copy of your resume to:

Tammy Gibson, Personnel Director  
tammy.gibson@ece.alabama.gov